



Youth Planning & Development Administrator

Department: Youth Planning & Development

EEO Code: 22

Class Code: 7314

FLSA: E

Effective: 01/01/1992

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of considerable difficulty managing the operations of the Office on Youth; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Manages all functions of the Office on Youth by administering all financial, contractual, staffing and documentation requirements for the office in compliance with County and DYFS Delinquency Prevention Grant requirements; coordinates all functions of the Youth Services Commission by planning meetings, assuring required documentation of activities, advising them of Office on Youth activities, consulting with them to design program plans and coordination of committees; provides staff services to the Drug and Alcohol Abuse Task Force including planning meetings, assuring required documentation, advising the Task Force of appropriate program and procedural information, providing liaison support and implementing the action plans approved by the Task Force; plans and ensures implementation of public education activities, youth development programs, and research projects; trains, supervises and evaluates subordinate staff; coordinates with County officials and community organizations to identify youth needs, design responses and provide programs; creates and assists in directing interagency coalitions and task forces designed to address youth issues in the community; consults and coordinates with the Youth Services Commission and county/community agencies to develop comprehensive youth needs assessments and a biennial operating plan; provides information, referral, and technical advice to peers and citizens regarding youth service issues; conducts research, analyzes findings, identifies problems, formulates solutions and implements those solutions in collaboration with other agencies and departments; oversees research and development of informational materials; prepares annual budget for the department, monitors expenditures, and secures and administers grants; documents activities conducted, including preparing publications; meets with community groups and other organizations to discuss youth issues, solicit financial support and publicize youth service programs; advocates for appropriate legislation on local and state level; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of research methods and social work concepts as they relate to youth and youth serving agencies; of prevention concepts and programming; of evaluation design; of developing informational materials. Considerable skill in establishing effective working relationships with community leaders and peers; in communicating effectively, both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a master's degree in human services, public administration or related field and two (2) years related experience in a non-profit or public human service agency; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
